



TEST 2004

APPLICATION PACKET

NEW HAMPSHIRE STATEWIDE ENTRY-LEVEL FIREFIGHTER EXAMINATION

Application Deadline: May 28, 2004
Written: August 31 & September 1, 2004
Physical Agility: September 13 – 17, 2004

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF FIRE STANDARDS AND TRAINING
RICHARD M. FLYNN FIRE ACADEMY
222 SHEEP DAVIS ROAD
CONCORD, NH**

Applicant Qualifications

Applicants must be at least 18 years of age, have a high school diploma or GED (General Educational Development), and a valid driver's license with photo from their state of residence. Applicants must submit a written authorization, signed by a physician, authorizing the applicant to complete the testing process.

NOTE: *Additional rules apply to jurisdictions hiring career employees, including the following:*

- *Background investigation, including criminal and motor vehicle record check prior to employment. Felony conviction is cause for rejection.*
- *Replacement medical evaluation as outlined in NFPA 1582 prior to employment. Category "A" conditions are cause for rejection.*
- *An oral interview.*
- *Complete a program of study as adopted by the NH Fire Standards & Training Commission within one year of employment.*

APPLICATION FORM:

All items of the application packet must be completed (*only completed forms with original signatures will be accepted - NO FAXES*) and filed as directed for an applicant to be eligible to participate in the examination. ITEMS 1 (marked appropriately at the bottom of each page) must be **postmarked** no later than Friday, May 28, 2004. ITEM 2, the physician authorization, must be submitted when available, but **(postmarked)** no later than Friday June 11, 2004. *No applicant will be allowed to take the examination if required forms are submitted after deadlines.*

TESTING FEE:

All applicants will remit a **nonrefundable** administration fee in the amount of \$50.00, made payable to "NH FIRE STANDARDS & TRAINING." The administration fee may be paid by personal check, money order, or credit card (Master Card, VISA or American Express), and must accompany the application.

APPLICANTS WITH DISABILITIES:

Individuals with Disabilities must notify the NH Fire Academy utilizing the enclosed Learning Disabilities Accommodation Request Procedure form by the application deadline. Any requests for special assistance will be handled on an individual basis and with complete confidentiality.

GENERAL INFORMATION:

Completed applications may not be returned to NHFA by fax. All documents submitted must bear original signatures.

It is strongly recommended that the candidate make copies of all documents that are required to be forwarded to the NHFA. Due to the large number of candidates, we are not able to return any application documents or copies of it.

Any challenges to the exam process must be made in writing no later than Wednesday, September 1, 2004 at 4 pm.

Candidates will be expected to complete the ladder climb segment of the exam process immediately following successful completion of the written exam. It is the candidate's responsibility to wear proper clothing and footwear. The Academy will not be held responsible for candidates who arrive for testing without proper attire. Loafers, sandals, and any type of non-supportive footwear are **not** allowed. Shorts will **not** be allowed. ***If any candidate does not wear the appropriate clothing, they will not be allowed to test.

All questions should be addressed to Mr. Scott Merrill at the NH Fire Academy (603) 271-2661 or 1-800-371-4503.

WRITTEN EXAMINATION / AERIAL CLIMB:

All applicants will be administered a general knowledge written examination. No prior training or experience in the job of firefighter is assumed of applicants taking the exam. The examination is designed to assess abilities related to the following areas: Reading Comprehension, Interpreting Tables, Situation Judgment, Logical Reasoning, Reading Gauges, Applying Basic Math Rules, Mechanical Aptitude, Spatial Sense, Map Reading and Vocabulary. Applicants shall not be allowed the use of a calculator or any other items in the testing room. Applicants receiving a passing score will continue on to the Aerial climb

The written examination and aerial climb will be administered on August 31 and September 1, 2004 at the NEW HAMPSHIRE FIRE ACADEMY, 222 Sheep Davis Road, Concord, NH. Candidates will be assigned specific dates and times for the testing after acceptance of their applications. Applicants should allow ample time for travel and plan to be at the Academy at least 15 minutes prior to their scheduled testing time.

NO APPLICANT WILL BE ALLOWED TO SIT FOR THE EXAM IF THEY ARE LATE!

An approximate two and one-half (2 ½) hour time limit is placed upon the administration of the written portion of the examination process.

All candidates successfully completing the written exam will be expected to complete a aerial climb immediately following the written exam. **Candidates must report to the written examination wear long pants with no open heel or open toe footwear.** Applicants clothing will be inspected prior to being seated for the written exam. Any applicant not meeting the clothing requirement will not be eligible to sit for the written exam.

PHYSICAL ABILITY EXAMINATION:

Applicants receiving a passing grade on the written examination and aerial climb become eligible to receive the physical ability examination as outlined in the New Hampshire **Candidate Physical Ability Test** Orientation Guide, a copy of which is enclosed for your review and which **MUST** be submitted to the authorizing physician for review.

Because of the large volume of candidates, you will be assigned one day and time for the written test and a ladder climb, and another day and time for the candidate physical ability test. You must be available for your assigned times on the days assigned for YOUR testing.

Please refer to the New Hampshire Candidate Physical Ability Test Orientation Guide for further information regarding the Physical Ability Test.

All applicants are invited to an orientation of the CPAT exam. Candidates may choose one of the following dates of June 22, 23, 24 and attend anytime between the hours of 10:00am and 2:00pm. The orientation session will last approximately two (2) hours and consist of an overview and walkthrough of the CPAT exam. The orientation will be held at the NH National Guard Armory in Manchester. Candidates attendance it not mandatory but is highly recommended.

APPLICATION FOR TESTING NEW HAMPSHIRE STATEWIDE ENTRANCE EXAMINATION

(Please type or print legibly)

Last Name: _____ First Name: _____ MI: _____
 Address: _____ Social Security #: _____ - _____ - _____
 City: _____ Zip: _____ Sex M / F DOB: _____
 Telephone: _____ Pager / Cell: _____
 Name and Address of High School or GED-Granting Authority: _____

Are you at least 18 years of age? ____yes ____no

New Hampshire Firefighter
Certifications

National Registry EMS
Certifications

Other

- ☐ Level II
☐ Level III
☐ Firefighter I
☐ Firefighter II
☐ C2F2

- ☐ EMT B
☐ EMT I
☐ EMT P

- ☐ CDL license
☐ College Degree(s)
 Major: _____

Payment Method:

_____ Personal Check _____ Money Order/Bank Check
 _____ VISA _____ MasterCard _____ Amer. Express

Full Name listed on Card: _____

Card Number: _____ Expr: _____

Signature: _____

Your signature below authorizes the Division of Fire Standards & Training to release the results to all departments participating in the testing process.

Applicant's Signature _____ Date _____

Instructions: Carefully read and complete all application packet items. Completed applications, including ITEM 1 and test fee must be postmarked by Friday, May 28, 2004. ITEM 2 must be submitted or postmark no later than Friday, June 11, 2004. If not submitted, candidates will not be allowed to test. The authorizing physician must review the New Hampshire Candidate Physical Ability Orientation Guide.

**This is ITEM 1
Submitted or Postmarked no later than Friday, May 28, 2004**

Faxed copies of this form will not be accepted

WEB

**STATE OF NEW HAMPSHIRE
RETURNED CHECK POLICY**

- **WE MAY RE-PRESENT YOUR CHECKS ELECTRONICALLY FOR ANY CHECK RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS.**
- **YOUR RETURNED CHECK WILL NOT BE PROVIDED TO YOU WITH YOUR BANK STATEMENT, CONTACT YOUR FINANCIAL INSTITUTION FOR A COPY.**
- **PER RSA 6:11-a, A FEE OF \$25 OR 5 PERCENT OF THE FACE AMOUNT OF THE CHECK, WHICHEVER IS GREATER, PLUS BANK FEES, WILL BE CHARGED FOR EACH RETURNED CHECK AND COLLECTED WITH A SEPARATE ELECTRONIC TRANSACTION.**

MAIL APPLICATIONS TO:

**NEW HAMPSHIRE FIRE ACADEMY
ENTRANCE EXAM
33 HAZEN DRIVE
CONCORD, NH 03305**

Or deliver to:

The New Hampshire Fire Academy, 222 Sheep Davis Road, Concord, NH
Monday through Friday, between the hours of 8:15 a.m. and 4:15 p.m.

Name of Applicant: _____ SS#: _____ - _____ - _____

**AUTHORIZATION FROM PHYSICIAN
FOR APPLICANT TO COMPLETE THE PHYSICAL
ABILITY EXAMINATION AS OUTLINED IN
THE NEW HAMPSHIRE CANDIDATE PHYSICAL ABILITY TEST
ORIENTATION GUIDE.**

I have read and understand the firefighter entrance examination process and components associated with the administration of the examination for firefighters and have reviewed the New Hampshire Candidate Physical Ability Orientation Guide. ***This form is void if altered in any way.***

I, _____, acknowledge that _____
Physician's name *Applicant's name*
is physically fit to perform the testing process as outlined herein.

Physician's Signature

Date Signed

Physician's Name (printed)

Physician's Telephone

Physician's Address

***This is ITEM 2
Submitted or Postmarked no later than Friday, June 11, 2004***

Faxed copies of this form will not be accepted

LEARNING DISABILITIES ACCOMMODATION REQUEST PROCEDURE

Candidates with a diagnosed learning disability may request an accommodation under the Americans With Disabilities Act by completing and mailing this request form to the Division of Fire Standards & Training.

All requests are confidential and need not be discussed with examination proctors or other candidates. Upon receipt of the request, the Division of Fire Standards & Training will contact the requesting candidate and initiate the investigation process with their third party consultant to make an accommodation determination. The investigation process will be expedited in consideration of the candidate.

A candidate who experiences difficulties with a testing environment and who believes he/she may have a learning disability may wish to obtain a diagnosis from a learning disabilities professional. Depending upon the diagnosis, a request for accommodation may be possible.

Only candidates with diagnosed learning disabilities will qualify for an accommodation.

Please contact me to discuss a learning disability accommodation. My telephone number is _____. The best time to call is _____.

Signature

Date Signed

Name - Printed

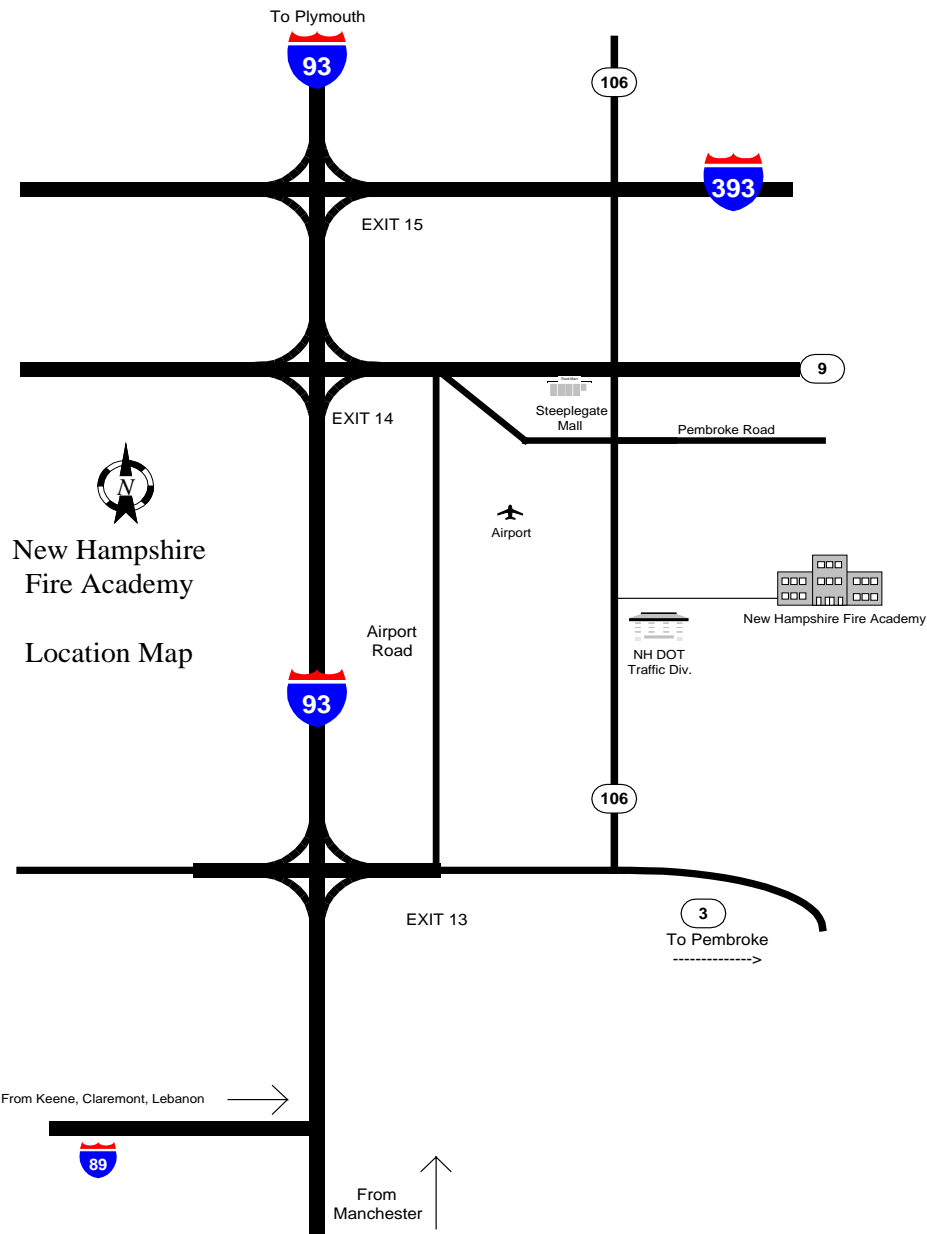
Please return this form to:

**New Hampshire Fire Academy
Entrance Testing
10 Hazen Drive
Concord, NH 03305**

Please mark the envelope **CONFIDENTIAL** and attention to **L. D. R.**

**IF YOU ARE REQUESTING AN ACCOMODATION
THIS FORM MUST BE RETURNED WITH THE APPLICATION BY JUNE 11, 2004.**

DIRECTIONS TO THE NH FIRE ACADEMY



DIRECTIONS from 93 North and South: Exit 15 to 393 East, to 106 South. One mile past the Steeplegate Mall, on the left. Follow signs to Smokey Bear Boulevard. Follow to end of road.

DIRECTIONS from the Department of Safety: Turn left onto Hazen Drive, continue to lights at Eastside Drive, turn right and continue to the next set of lights. Go through lights onto Canterbury Road. At the stop sign (blinking light), turn left onto Pembroke Road. Continue on Pembroke Road until it meets Route 106 (Sheep Davis Road), turn right at lights. Take your first left and continue to Smokey Bear Boulevard. Follow to end of road.

DIRECTIONS TO MANCHESTER NH NATIONAL GUARD ARMORY

From the South

Rt 3 N

To

293 N

To

Exit 6 Take a right at Ramada Inn/ Hooters Restaurant *****SEE BELOW**

From the South

93 N

merge left onto 293N / 101W

go

past Mall of NH and follow 293N as it bears off to the right

take

Exit 6 off 293 Bear right at Ramada Inn / Hooters Restaurant *** **SEE BELOW**

Directions from the North

93 S through Hooksett Tolls

follow

left for 293 S

to

Exit 6 bearing right at end of ramp

Follow

almost into rotary and take a right at Ramada Inn/ Hooters Restaurant *** **SEE BELOW**

*** Go across bridge to Elm Street

Right onto Elm St at lights

Go

2 blocks take a right onto W. Penacook St. (Rite Aid on left) follow to the bottom

go

right onto Canal St.

go

right into Armory Parking Lot

Park and follow signs to rear door by chain link fence.